

You have the option of allowing volunteers to assign themselves to events. See 'Set Up School' section for details on how to enable volunteers to assign themselves to events and enter their own hours. There are 3 options:

- Admin Only – Volunteers cannot assign themselves to events
- Self With Approval – Volunteers can log in and assign themselves to events and enter their own hours. An administrator will need to approve these hours before they are accepted and included in reports. There are 2 ways to do this:
 - Option #1:
 - Click **VOLUNTEER BUILDER**
 - Click **EVENTS**
 - Click **APPROVE ASSIGNMENTS**
 - Click **APPROVE** or **DECLINE** for each person's hours. Note: you can approve all or decline all by clicking in the box at the very top of the list, under the 'Approve' and 'Decline' headings.
 - Click **SAVE**
 - Option #2:
 - Click **VOLUNTEER BUILDER**
 - Click **EVENTS**
 - Click **ASSIGN** link beside one of your events
 - Click in the checkbox in the 'Approved' column for each person that you wish to approve.
 - Click **SAVE**
- Self Without Approval – Volunteers can enter their own hours and they are automatically accepted into the system. This means that you will see those hours when you review assignments for an event and when you view reports.

Editing, Assigning, & Deleting Events

After you have entered your events it's likely you'll need to go back and make some changes. You can edit, assign volunteers, and delete events at any time.

- Click **VOLUNTEER BUILDER**.
- Click **EVENTS**.
- You will see all the events in your system listed on this page. Beside each event you will see 'Edit', 'Assign', 'Delete' links (located at the far right in the 'Action' column).
 - **Edit:** Shows all the details for the event. You can add more information or change any of the details. For example, you might need to assign a different Volunteer Chair, change the starting time, etc.
 - **Assign:** This link will take you directly to the page that lets you assign volunteers to your event (see instructions above).
 - **Delete:** Allows you to delete an event. Deleting an event removes all hours volunteered for to date. As a safeguard, the system will ask if you're sure you wish to delete.
- To review older events, check the "Include Events from Previous Years" box.